



The Forum on Laboratory Accreditation

Consecutive Meetings of



ELAB

inela

Sheraton Overland Park
Overland Park (Kansas City), Kansas
August 12 – 19, 2006

Hosted by
The U. S. Environmental Protection Agency
The Institute for National Environmental
Laboratory Accreditation
The Kansas Department of Health and Environment



About the Forum

With over 300 attendees from laboratories, regulatory agencies, data users, sampling firms, and many other organizations, the Forum on Laboratory Accreditation helps facilitate the exchange of information on a number of topics relating to accreditation. The Kansas Forum promises to be an exciting opportunity for environmental professionals who are actively engaged in seeking accreditation or implementing accreditation programs.

The Forum will include training courses, an exhibition, and meetings of the following groups:

- ▶ National Environmental Laboratory Accreditation Conference (NELAC)
- ▶ Environmental Laboratory Advisory Board (ELAB)
- ▶ Institute for National Environmental Laboratory Accreditation (INELA)

Who should attend?

- ▶ State and federal officials concerned about data quality
- ▶ Data users
- ▶ Laboratories (e.g., commercial, industrial, municipal, state and federal)
- ▶ Sampling firms
- ▶ Organizations that provide field measurements
- ▶ Quality assurance managers

Why should you attend?

The Forum offers attendees an opportunity to exchange ideas, findings, and recommendations in a professional setting. The strong and diverse program will address a number of timely issues that affect data quality. Training sessions will be offered the weekend prior to and after the ELAB, NELAC, and INELA meetings. Two evening exhibitions will bring the latest in technology and services to the attendees.

Networking Opportunities

To facilitate networking and the enjoyment of all participants, two social opportunities will be provided. These evening events will consist of receptions combined with exhibitions of the latest products and services from several vendors supporting the environmental monitoring community.

We would like to thank



for their generous sponsorship of this meeting.

Forum Highlights

NELAC 12

The NELAC meeting will be Monday and Tuesday. This meeting will concentrate on moving forward the self-sufficiency effort and plans for achieving this goal will be presented. The meeting will include updates from the NELAC Board of Directors, the Standard Review Committee, the Proficiency Testing Board, the Membership and Outreach Committee, the Special Committee on the National Accreditation Effort, and the National Environmental Laboratory Accreditation Program Accrediting Authority Committee. The meeting will also include a face-to-face laboratory assessor forum, which will include discussions on laboratory assessments and technical issues.



INELA Semiannual Technical Conference

INELA will have its annual meeting from Wednesday through Friday. Most of the meeting will be devoted to meetings of the INELA expert and administrative committees. The expert committees will have open meetings discussing comments received on the INELA Interim Standards that are scheduled to be published in June. A special plenary session on Wednesday morning will provide an update on activities associated with INELA's strategic plan, as well as a progress report on activities associated with INELA's cooperative agreements with the EPA.



Environmental Laboratory Advisory Board

ELAB is a Federal Advisory Committee chartered to provide consensus advice on issues associated with enhancing the U.S. Environmental Protection Agency's (EPA's) measurement programs and facilitating the development, establishment, and operation of a national accreditation program. ELAB will have an Open Forum Session on Tuesday evening, in addition to some workgroup sessions throughout the week. Workgroup sessions will be posted on the message board. Anyone attending the Forum on Laboratory Accreditation is encouraged to bring forth any issues ELAB should consider at the Open Forum, and feel welcome to join any workgroup session.



Forum Preliminary Schedule

Time	Saturday: 8/12	Sunday: 8/13	Monday: 8/14	Tuesday: 8/15	Wednesday: 8/16	Thursday: 8/17	Friday: 8/18	Saturday: 8/19
Early Morning	Training: Technical Assessments for Inorganic Chemistry (Metals)	Training: Technical Assessments for Inorganic Chemistry (Metals)	Workshop for First Time Attendees	NELAC	INELA	INELA	INELA	Training: Implement- ing Your Quality Manual
Late Morning			NELAC	NELAC	INELA	INELA	INELA	
Early Afternoon			NELAC	NELAC	INELA	INELA	INELA	
Late Afternoon			NELAC	NELAC	INELA	INELA	Meeting Adjourns Training Begins	
Early Evening		Registration Opens	Reception & Exhibit	ELAB Open Forum	Reception & Exhibit			



*For exhibitor information, contact INELA.
817-598-0458 or jparr@inela.org

Training and Workshops

Workshop

Workshop for First Time Attendees

On Monday, prior to the start of the NELAC meeting, a workshop designed to provide background information on INELA, NELAC, and ELAB, as well as an overview of the week's activities will be presented. This free workshop is especially beneficial to those attending these meetings for the first time.

Instructors: Lara Autry, NELAP / NELAC Director and Jerry Parr, INELA Executive Director

Monday, August 14, 8:00 – 9:30 a.m.

Free to conference attendees.

No class limit.

Training Courses

Technical Assessments for Inorganic Chemistry (Metals)

This course provides examples of the assessment process for inorganic chemistry - metals technologies within the NELAC framework. The principles for assessing specific technical disciplines within the laboratory operations are presented. The emphasis of this course is sample preparation for metals analysis and metals testing. (This course does not include radiochemistry.) The rationale for assessing is based on proven quality principals that allow the determination of adherence to the defined system for the technical operations. The system standards used during this course are the 2003 NELAC Standard. Students successfully completing the course will acquire:

- ▶ Knowledge sufficient to assess the implementation of the technology by the laboratory.
- ▶ An understanding as to how the technology is used in the various methods.
- ▶ An understanding of the key elements of data packages, and raw data to review and check effectively.

Instructor: Marlene Moore, Advanced Systems

Saturday and Sunday, August 12 – 13, 8:00 a.m. – 5:00 p.m.

**Fee: \$355 †INELA Member Fee: \$335*

Class limited to 50.

Implementing Your Quality Manual

This course provides the Quality Manager in the environmental laboratory a practical means for implementing a quality manual. The objective of this seminar is to provide detailed guidance for laboratory quality assurance (QA) managers working in environmental laboratories that are currently accredited to the NELAC Standards or are seeking accreditation. The course is focused on Chapter 5 of the 2003 NELAC Standard. The course is oriented towards small laboratories. All attendees will receive a copy of the recently developed INELA Quality Manual Template. The examples used in the course are practical examples of the implementation of the 2003 NELAC Standard and the INELA Quality Manual Template.

Instructor: Marlene Moore, Advanced Systems

Friday, August 18, 3:00 p.m. – 5:00 p.m.

Saturday, August 19, 8:00 a.m. – 3:00 p.m.

**Fee: \$195 †INELA Member Fee: \$175*

Class limited to 50.

More details about these courses can be found at www.inela.org.

**After July 14, a \$50 late registration fee will be added.*

† If you are not an INELA Member, you may qualify for the INELA Member rate by joining INELA now.

Travel Information

Sheraton Overland Park

6100 College Boulevard
Overland Park, KS 66211
913-234-2100

www.sheraton.com/overlandpark

\$98 + tax Single or Double
Ask for the Forum, INELA, or NELAC rate.
Make hotel reservations *before July 14*.

Room Reservations

866-837-4214

Internet Access

High speed internet access:
\$5.95 per half hour or \$9.95 + tax per day
Complementary wireless in the lounge,
restaurant and bar area.

Parking

Valet parking is \$12 a night.
Self parking is free.



Getting There

From Kansas City International Airport

KCI Shuttle \$45 per trip (1 to 3 passengers)
Purchase tickets to ride the shuttle near the
baggage claim area. If sharing the shuttle,
purchase one \$45 ticket.

For return to the airport, make reservations the
evening prior to departure.

Reservations recommended.

800-243-6383

For more options, go to <http://www.flykci.com>.

The Sheraton provides complementary town car
service within a 5 mile radius of the hotel.

Driving Directions from the Airport

Take Interstate 29 South to Interstate 635 South
to Interstate 35 South. Continue on Interstate 35
to Interstate 435 East, then exit Metcalf Avenue.
Turn right and continue on Metcalf Avenue until
you reach College Boulevard. Turn left and
follow College Avenue to the top of the hill, and
the hotel is located on the left.

OR

Follow Interstate 29 North to Interstate 435
South. Interstate 435 South becomes Interstate
435 East. Follow Interstate 435 East to Metcalf
Avenue. Exit South onto Metcalf Avenue. Follow
Metcalf to College Boulevard and turn left (East).
The hotel is on the left.

For More Information

Contact INELA

817-598-0458

<http://www.inela.org>

jparr@inela.org

Mark Your Calendar!

Winter 2007 Forum on Laboratory Accreditation

Denver Westin Tabor Center
Denver, CO
January 27 - February 2, 2007

Registration Form

Forum on Laboratory Accreditation Overland Park (Kansas City), Kansas August 12 – 19, 2006

Please copy this form and submit a separate registration for each individual.
Conference materials are also available at www.inela.org and www.epa.gov/nelac.

Name: _____
As it will appear on your name badge

Organization: _____

Address: _____

City: _____ State: _____

Zip: _____ Country: _____

Telephone: _____

Email: _____

Organization Type:

- ☐ Federal Accrediting Authority / Regulator
☐ State Accrediting Authority / Regulator
☐ Laboratory
☐ Other

Special Needs: _____
(e.g., dietary, hearing devices, etc.)

☐ This is my first time to attend these meetings.

☐ I will be accompanied by a guest or my spouse.

Forum Registration		Fees*	INELA Member Rate*	Amount
Full Registration**	<input type="checkbox"/>	\$315	<input type="checkbox"/> \$295	
INELA Meeting Only	<input type="checkbox"/>	\$205	<input type="checkbox"/> \$195	
NELAC Meeting Only	<input type="checkbox"/>	\$195	<input type="checkbox"/> \$195	
Late Fee (After July 14)	<input type="checkbox"/>	\$ 50	<input type="checkbox"/> \$ 50	
Training				
Technical Assessment for Inorganics (Metals)	<input type="checkbox"/>	\$355	<input type="checkbox"/> \$335	
Implementing Your Quality Manual	<input type="checkbox"/>	\$195	<input type="checkbox"/> \$175	
Workshop for First Time Attendees	<input type="checkbox"/>	Free	<input type="checkbox"/> Free	
Late Fee (After July 14)	<input type="checkbox"/>	\$ 50	<input type="checkbox"/> \$ 50	
INELA Membership or Renewal				
One Year			<input type="checkbox"/> \$ 50	
Three Years			<input type="checkbox"/> \$135	
Total Due				\$

Payment Options

- ☐ Purchase Order #: _____
☐ Pay at Event
☐ Check: Make payment in U.S. Currency to INELA
☐ Visa ☐ Master Card ☐ American Express

Account #: _____

Expires: _____

Name: _____
Print name as it appears on the card

Send Payment & Registration Form to:

INELA
P. O. Box 822
Weatherford, TX 76086-0822
817-598-0458 FAX 817-598-1177

or Register on-line at:

www.inela.org

INELA FEID #: 81-0554715

* If you are not already an INELA Member and wish to join, you may qualify for the INELA Member rate by selecting the INELA Membership option.

** Full registration includes participation in the NELAC, INELA, and ELAB meetings, all Forum printed materials, and breaks. Training fees are separate.

CANCELLATION: If you cannot attend, notification must be received by August 7. You may either send a substitute or receive a refund, less a \$50 administrative fee.



Institute for National Environmental Laboratory Accreditation
P. O. Box 822
Weatherford, TX 76086-0822

Return Service Requested

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